

INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue, Room N725
Indianapolis, Indiana 46204-2249

Documents Required from Consultants for their INDOT Overhead / Indirect Cost Rate Proposals Packets

A. COVER LETTER:

1. Proposing both an Overhead and Mileage rate and the specific ending date of their fiscal year
2. A list of any costs to be billed as direct non-salaried costs on projects, i.e., copies, mileage, meals, lodging, per diem, computer time...
3. A statement of the firm's policy on employee increases, both general and evaluations,
a. Example : Annually in January with increases effective the first pay period in February
4. A statement that all equipment leases are operating leases, or a schedule separating operating and capital leases
5. A statement that no officer, owner, or employee or immediate member of their families have an equity interest in the real property, buildings and land, used and leased by the firm, or provide an explanation of any related party ownership.

B. SCHEDULE OF PROPOSED DIRECT LABOR AND INDIRECT COSTS:

1. Separate into three (3) categories: **Direct Labor**, **Payroll Burden**, and **General and Administrative Costs**.
2. The overhead schedule should list the account number, account title, fiscal year end general ledger balance, any adjustments for unallowable costs, the proposed cost and the percentage of the direct labor, and an explanatory note for the adjustment. Each G/L account should be either listed separately or a schedule of the combined accounts must be included with the proposal.

C. SCHEDULE SUPPORTING PROPOSED MILEAGE RATE:

1. Schedule of the direct, indirect, and personal and commute miles if relevant

D. RECONCILIATION OF PAYROLL TAX RETURNS (941 FORMS):

1. Schedule reconciling the 941(s) for the period (1 year) of the proposal to the general ledger labor accounts.

E. LISTING OF OFFICERS AND A LISTING OF OWNERS with copies of **W-2s** for those on the consultant's payroll.

F. SCHEDULE OF ALL EMPLOYEES' HOURS WORKED AND GROSS PAY

G. LISTING OF BONUSES BY EMPLOYEE AND DATE PAID

H. LISTING BY EMPLOYEE OF FIRM'S CONTRIBUTIONS TO PENSION OR RETIREMENT PLANS.

1. This includes 401K plans.
2. Copy of the **qualifications for eligibility** under the plan

I. DEPRECIATION SCHEDULE SUPPORTING THE AMOUNT PROPOSED.

1. Listed by asset
2. Method of depreciation used for book and tax

J. CHART OF ACCOUNTS

1. Listing all accounts by both number and title and identifying the account category, i.e., revenue, expense, assets, liabilities, capital.

K. TRIAL BALANCE WHICH MATCHES GENERAL LEDGER BALANCES.

1. Also Trial Balance after year end adjustments (if different from General Ledger Balances)

L. COPY OF FINANCIAL TERMS AND SIGNATURE PAGE OF LEASED BUILDING(S)

1. Schedule of the **percentage of space utilization** if there is either a sub-let or significant un-utilized space in the building

M. A schedule of **allowable indirect compensation** (to the \$90k or \$140k INDOT policy 1.5) for relevant employees

N. A schedule calculating the **cost of ownership** if the firm owns or has an equity or related party interest in the real property used for their operations

O. A schedule for the **facility capital cost of money**, if proposed